Table of Contents

PROCESSING THE DAILY REVENUE DEPOSIT 2
STEP 1: Process the Local Accounting Cash Drawer 2
STEP 1.1 – Verify the Data from the BUS is Available 2
STEP 1.2 – Run QA Query – Verify the Data is Valid 3
STEP 1.3 – Process the LACD Data 5
STEP 1.4 – Confirm Data Was Processed 8
STEP 2: Process the Billing Interface: Creation of Bills 8
STEP 3: Create the FAR Reports 11
STEP 3.1 – Run the Revenue FAR Report 11
STEP 3.2 – Data Verification 15
STEP 4: Change Status of Bills Process 16
STEP 5: Process the Single Action Invoice 19

PROCESSING THE DAILY REVENUE DEPOSIT (GEARS – OTC Processing of BUS Data)

NOTE: *Daily work completed by 2:30pm each day will be forwarded on to FMIS that same day. If Single Action Invoice is not completed by 2:30pm, the work will be submitted the following day.*

STEP 1: Process the Local Accounting Cash Drawer - The Local Accounting Cash Drawer is the area of the system where your data is staged to be used for verification and approval as a prerequisite to it being processed in OTC Billing.

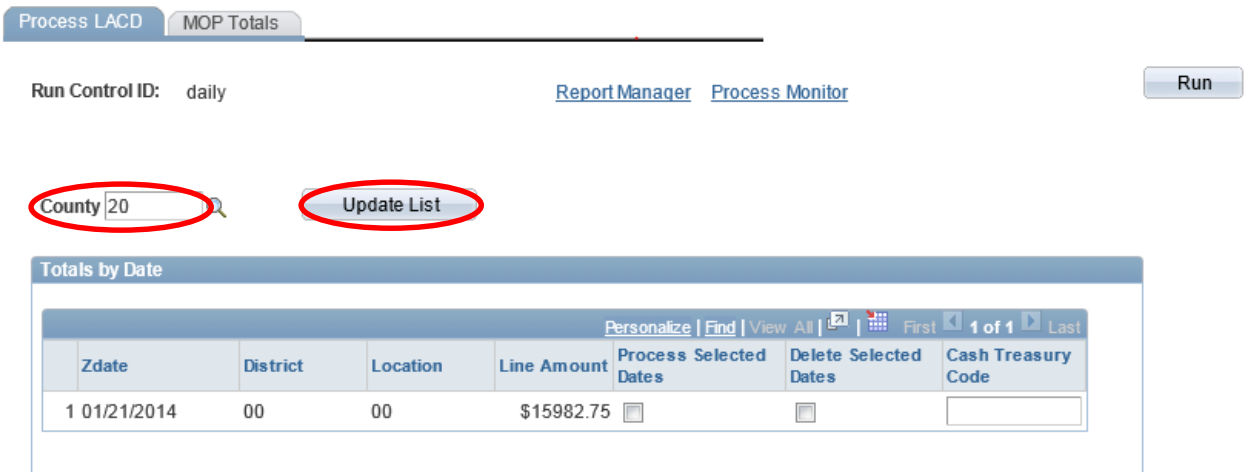
STEP 1.1 – Verify the Data from the BUS is Available

STAGING/BUS DATA APPROVAL PAGE - Use Local Acctg Cash Drawer (LACD) to search what is in the Staging (STG) Table and to confirm the register data was submitted successfully through the BUS.

NAVIGATION: *Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer*

1. The ***Process LACD*** Run Control page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: Daily) ***NOTE:*** *Spaces are not allowed in run control names.*

2. The ***Process LACD*** page will display.
    a. Enter your 2-digit **County** code (or select from the lookup list by clicking on the magnifying glass icon).
    b. Click the **Update List** button to refresh the screen and display the data that was submitted to GEARS. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
    c. Click the "View All" link to view multiple days of data if necessary.



NOTE: *Should duplicate data be displayed in the list this means the data was submitted multiple times to GEARS. One of the duplicates can be deleted by selecting the "Delete Selected Dates" check box then click the* ***Run*** *button to initiate the process of removing the data.*

d. Select the MOP Totals tab to verify the amount breakdown by method of payment.
REMEMBER*: CASH and CHECK Totals include ALL types of money. (REVENUE, ESCROW, etc…)*

e. Verify against the BUS SUMMARY PAGE REPORT that all totals are correct. (Deposit Slip + Escrow = BUS/GEARS total).

i. If all looks good then – Your data made its way to GEARS successfully.

STEP 1.2 – Run QA Query – Verify the Data is Valid

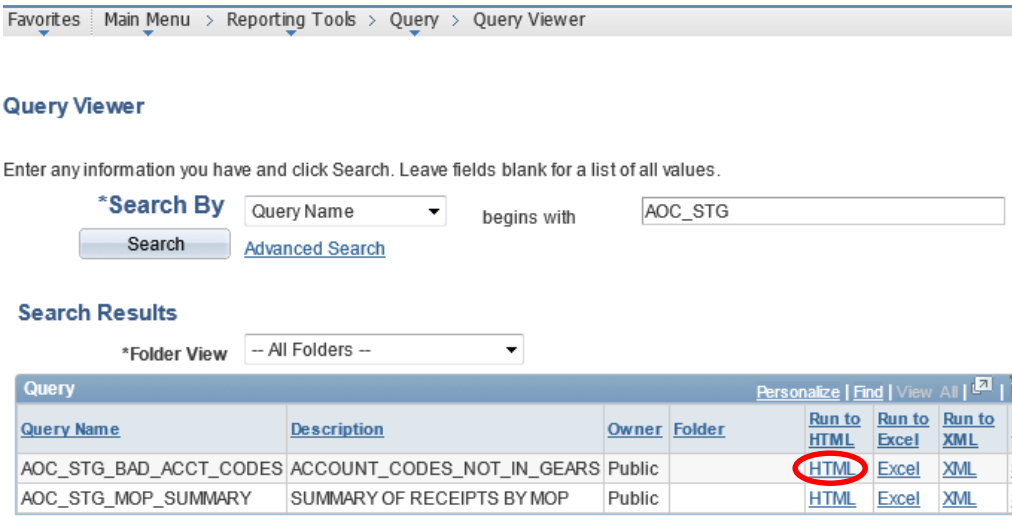
QA (Quality Assurance) STEP: Run queries to verify the validity of all data awaiting approval.

1. Select the *New Window* link in the upper right corner of the screen.
This will open a new window so it can be used for your queries without disrupting your current LACD page, as you will be coming back to it to approve your data after verification that there are no problems with the data in the Staging area.

NAVIGATION: *Main Menu > Reporting Tools > Query > Query Viewer*

NOTE: *Data will not be available for these queries after the LACD has been processed.*

2. The ***Query Viewer*** search page will display.
   a. Enter ***AOC_STG*** as your search criteria then click the **Search** button.
   NOTE: *Frequently used queries can be added to a favorites list by clicking the Favorite link next to the query you want to save.*



3. The following queries are used for review and verification of the BUS data before processing your daily work for the revenue deposit. This ensures there are no issues with charge codes and methods of payment.
    a. Select the **AOC_STG_BAD_ACCT_CODES** query to check for any invalid account codes submitted to GEARS.
        i. Click the HTML link to view the query in a new window.
        ii. Enter the **Zdate From** and **Zdate Thru** for the deposit.
        iii. Enter the 2-digit **County** code.
        iv. Click the **View Results** button.

ACCOUNT_CODES_NOT_IN_GEARS	2						
County	**AOC_District**	**Location**	**Zdate**	**Cashier ID**	**MOP**	**Sum Line Amt**	**Count Trans Type**
52	07	01	06/02/2013	RCS-273	CHECK	35.00	1
52	07	01	06/02/2013	RCS-3782	CASH	40.00	1

        v. If nothing displays, there are no invalid codes. If any codes display, STOP and contact the JIS Helpdesk to report the issue and **DO NOT continue until you have a response from someone on the GEARS Support Team.**
        NOTE: *Codes that appear may not be in GEARS and the revenue for that code will not appear on the FAR.*
        vi. Close the results window to return to the Query Viewer screen.
    b. Select the **AOC_STG_MOP_SUMMARY** query to see the day's work broken down by Method of Payment (MOP) to reconcile against the source system and BUS amounts.
        i. Click the HTML link to view the query in a new window.
        ii. Enter the **Zdate From** and **Zdate Thru** date range for the deposit
        iii. Enter the 2-digit **County** code.
        iv. Click the **View Results** button to review the method of payment breakdown.
        v. Close the results window to return to and close the Query Viewer window.

SUMMARY OF RECEIPTS BY MOP	5					
MOP	**Trans Type**	**County**	**AOC_District**	**Location**	**Zdate**	**Sum Line Amt**
CASH	Payment Only	16	00	00	07/12/2013	100.00
CASH	Billing and Payment	16	00	00	07/12/2013	3989.30
CHECK	Payment Only	16	00	00	07/12/2013	150.00
CHECK	Billing and Payment	16	00	00	07/12/2013	66686.02
STARS	Billing and Payment	16	00	00	07/12/2013	5065.50

NOTE: ***Trans Type*** *of: Payment Only = ESCROW, Billing and Payment = REVENUE Transactions.*

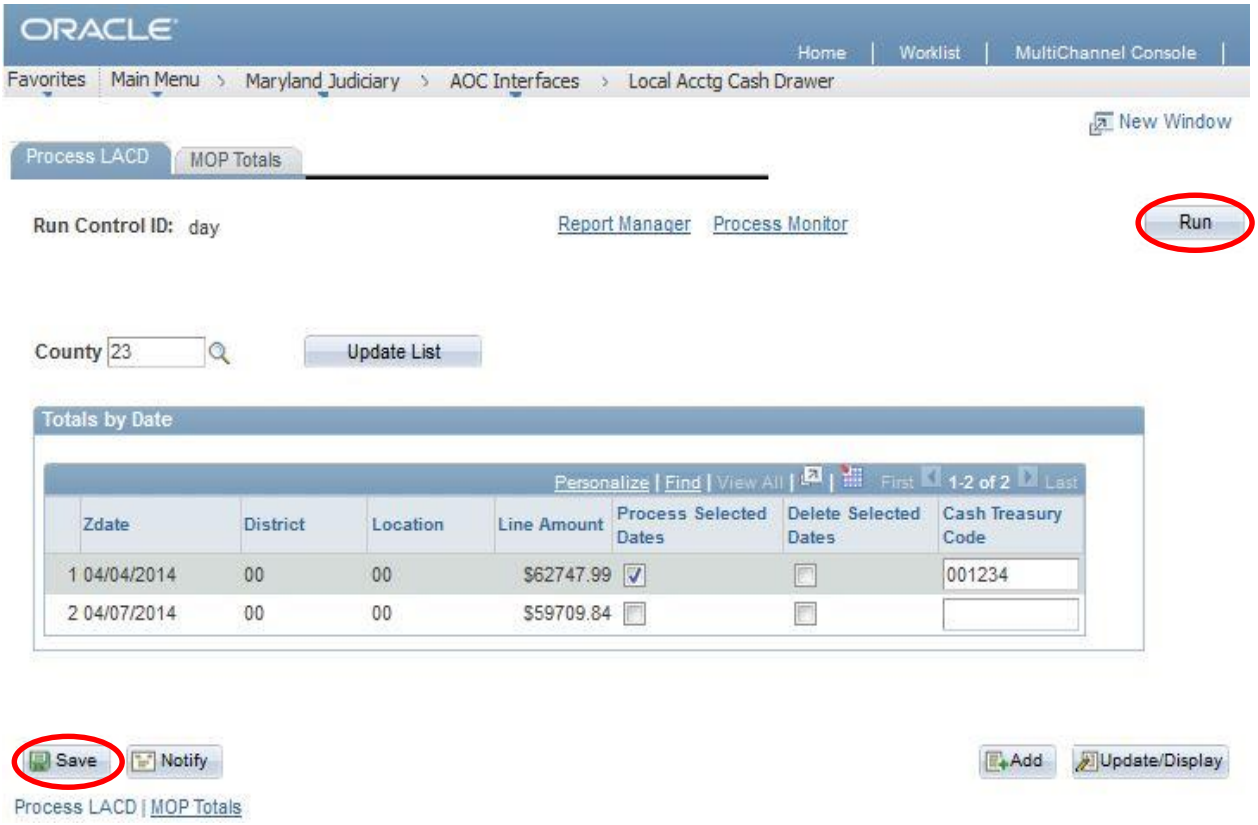
STEP 1.3 – Process the LACD Data

This step processes the cash register receipt data to the GEARS Billing module.

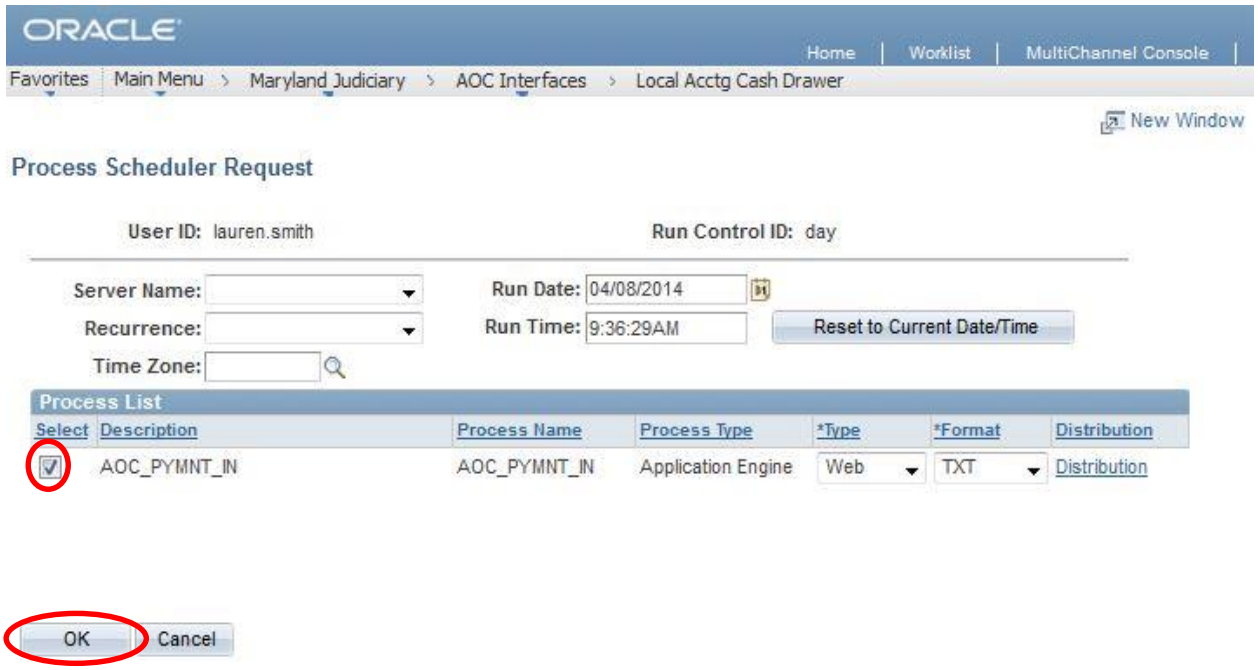
NOTE: *There is* ***not*** *a 1 to 1 relationship between transactions/receipts and Bills created. Multiple bills are created when multiple payment methods were used on the same receipt or if payments were made on multiple cases on a single receipt.*

NAVIGATION: *Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer*

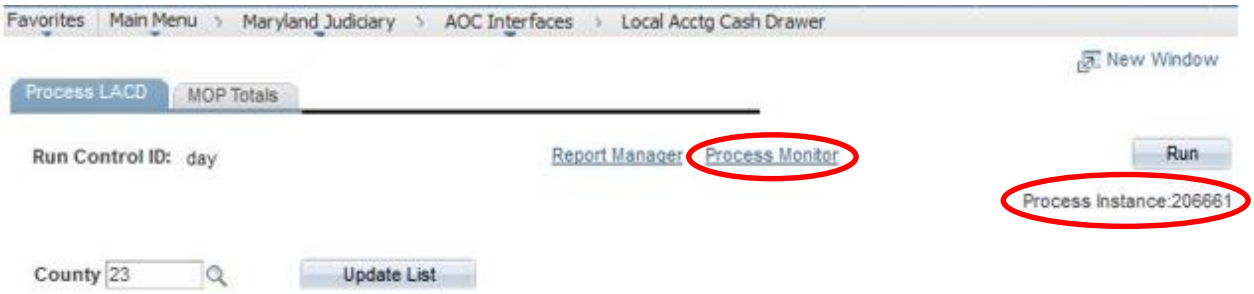
1. The ***Process LACD*** Run Control page will display.
    a. Select a Run Control - Search for the Run Control ID created in Step 1.1 above (e.g., Daily)
2. The ***Process LACD*** page will display.
    a. Enter your 2-digit **County** code (or click the magnifying glass to select your county).
    b. Click the **Update List** button to refresh the screen and display the data.
        i. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
    c. Click the "View All" link to view multiple days of data if necessary.
    d. Return to the **Process LACD** tab.
    e. Click the "*Process Selected Dates*" check box for the selected Z-date line.
    NOTE: *Only process <u>one</u> Z-date deposit at a time.*
    f. Enter the **Cash Treasury Code** – This is the 6-digit Treasury Code Number (TC#) for the selected Z-date deposit.
    g. Click the **Save** button.
    h. Click the **Run** button.



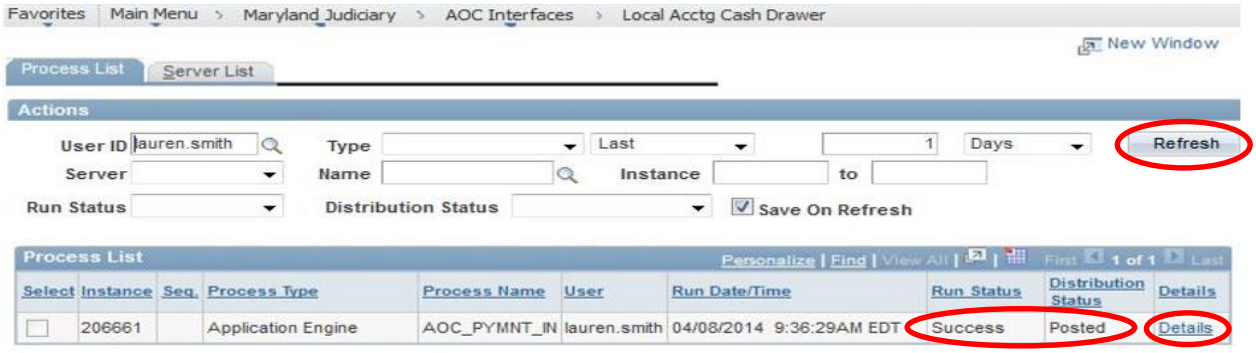
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the **AOC_PYMNT_IN** process name is selected the *Process List* section.
    b. Click the **OK** button.



4. The ***Process LACD*** page will display.
    a. A **Process Instance** number will display to show that processing has begun.
    b. Click the Process Monitor link.



5. The ***Process List*** page will display.
    a. Review the process list to see the **AOC_PYMNT_IN** process running and its status of completion.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted.**
    c. If the Run Status = NO SUCCESS – **STOP!**
        i. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
    d. Click the Details link.

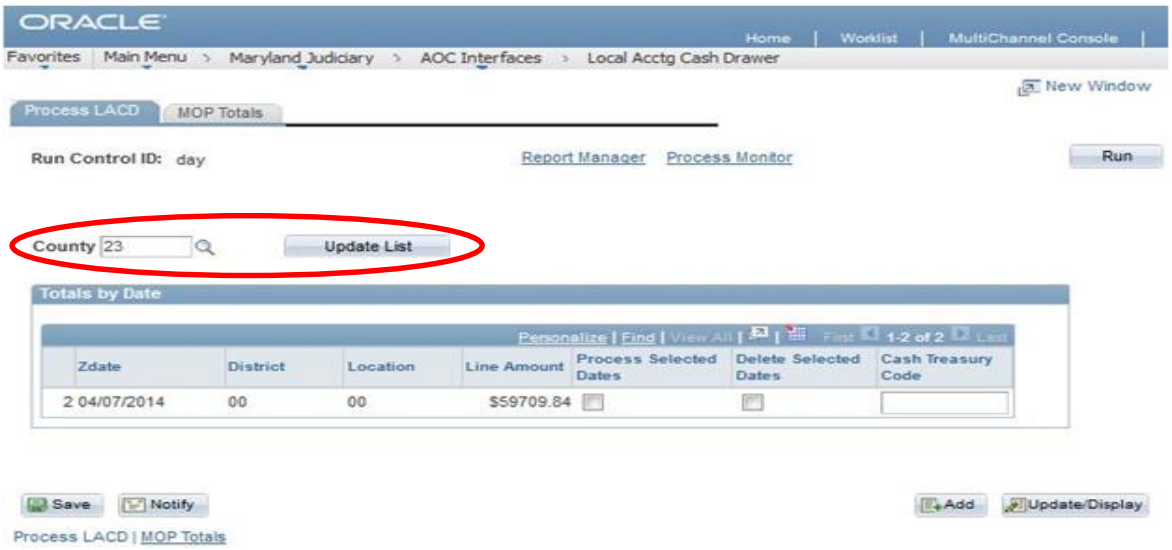


6. The ***Process Detail*** page will display.
    a. Click the Message Log link to view the Interface ID that will be used for Step 2 on page 8.

STEP 1.4 – Confirm Data Was Processed

QA (Quality Assurance) Step:

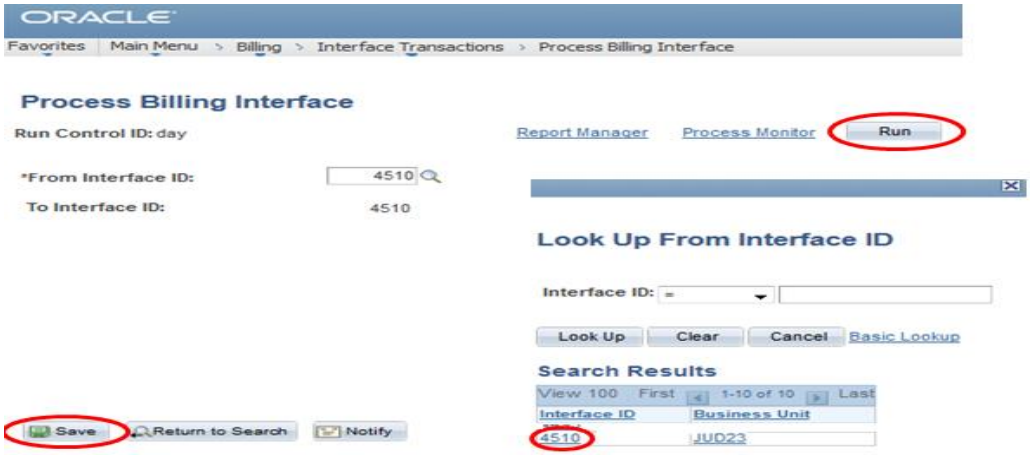
1. Return to the ***Process LACD*** page by clicking on the Go back to Process LACD link at the bottom of the page.
    a. Enter the **County** code
    b. Click the **Update List** button.
        i. If your Z-date is no longer listed on the page this means the data was processed and is ready for the next step.
        NOTE: In our example below the Z-date 04/04/2014 no longer displays.
        ii. If your Z-date remains on the page, repeat Step 1.3 to process the deposit.



STEP 2: Process the Billing Interface: Creation of Bills – This step allocates the revenue based on the accounting rules/system configuration settings to the proper PCA and Object codes.

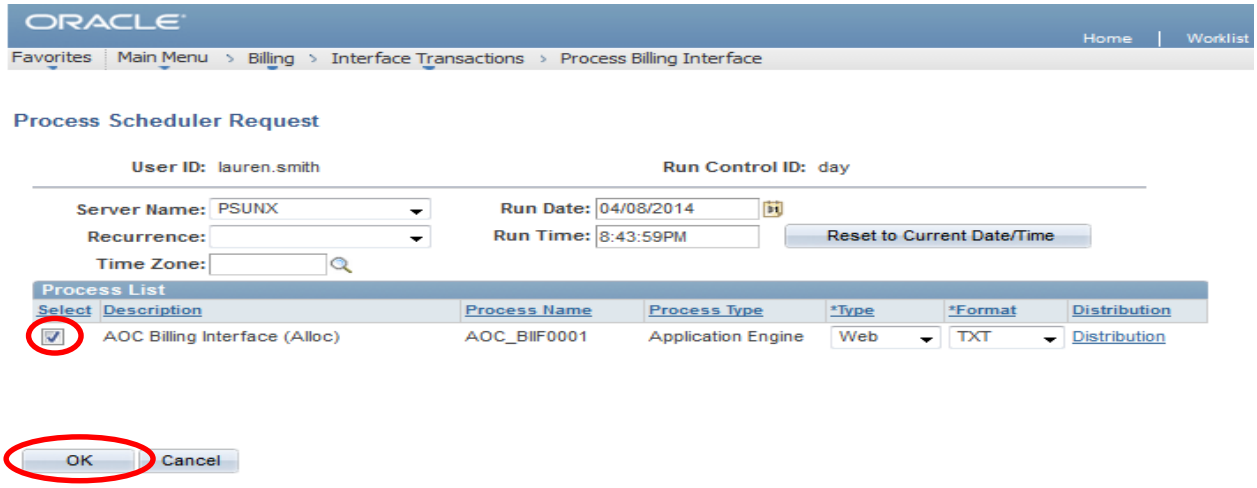
NAVIGATION: *Main Menu > Billing > Interface Transactions > Process Billing Interface*

1. The ***Process Billing Interface*** page will display.
    a. Select a Run Control – Search or create one (e.g., "Daily") that you will use each day for this process.
    b. Look up your Interface ID by using the Magnifying Glass icon to the right of the "From Interface ID:" field.
        i. There should only be one Interface ID available to choose from. **If there is more than one ID, please STOP, call the helpdesk and submit a ticket.**
        ii. Click the Interface ID to add it to the "From Interface ID" field.



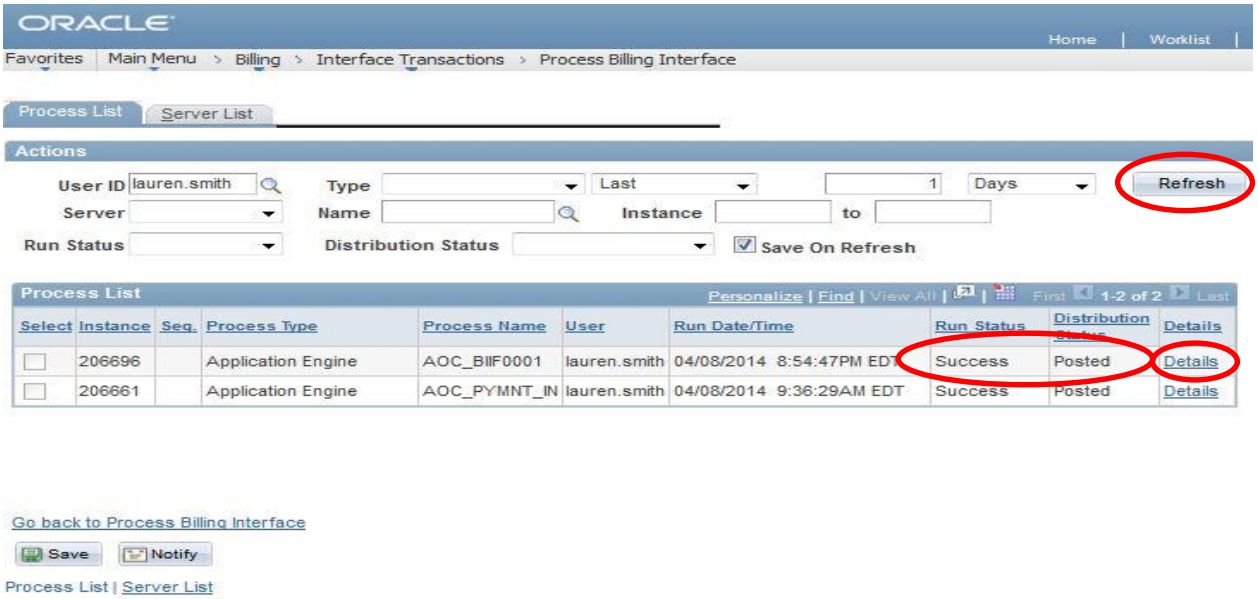
c. Click the **Save** button.
d. Click the **Run** button.

2. The ***Process Scheduler Request*** page will display.
   a. Confirm the **AOC_BIIF0001** Process Name is listed and selected in the *Process List* section.
   b. Click the **OK** button.

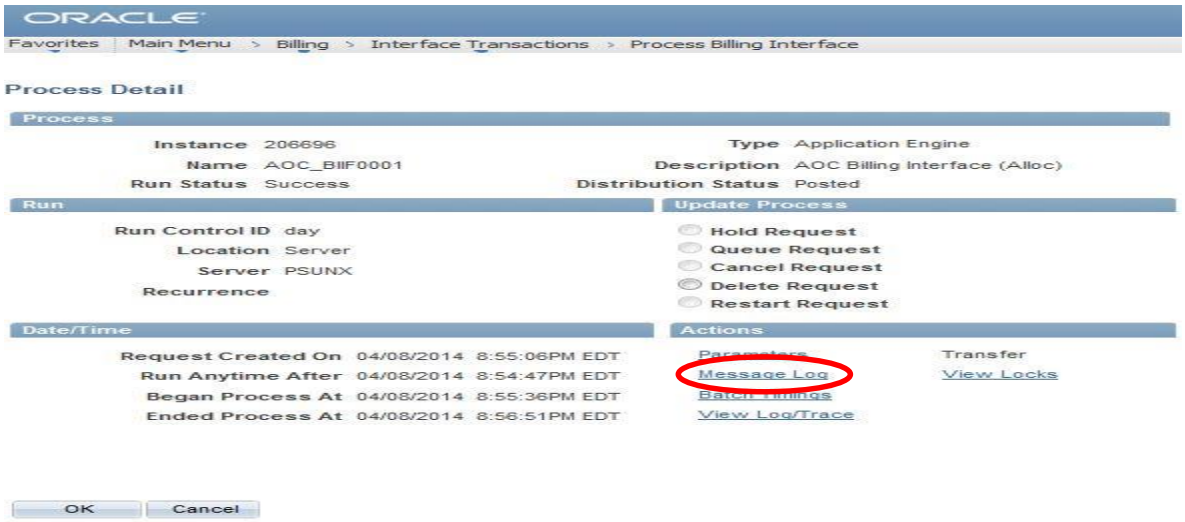


3. The ***Process Billing Interface*** page will display.
   a. A **Process Instance** number will display to show that processing has begun.
   b. Click the Process Monitor link.

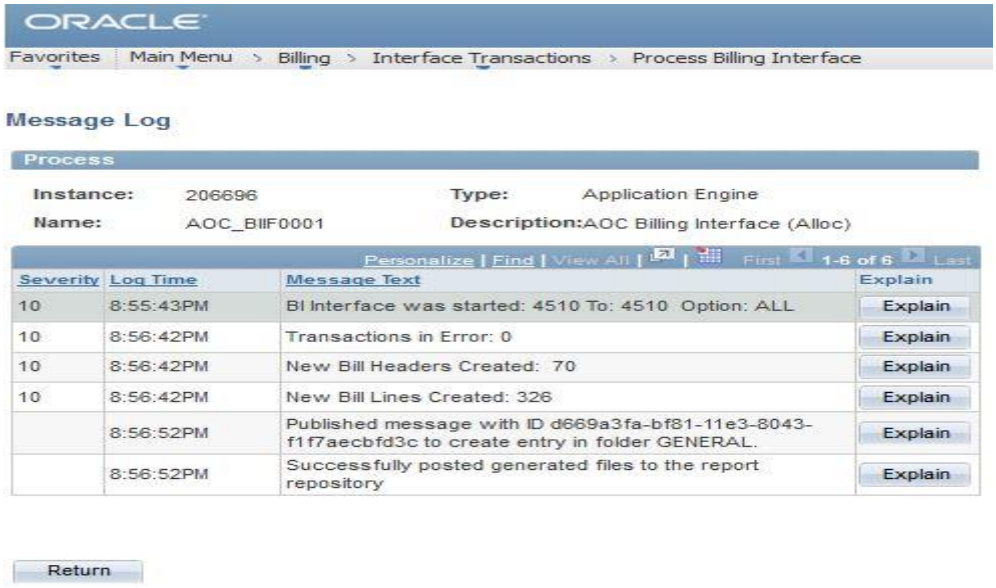
4. The ***Process List*** page will display.
    a. Review the process list to see the AOC_BIIF0001 process running and its status of completion.
    b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
        i. If the Run Status = NO SUCCESS – **STOP!**
        ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
    c. Click the Details Link next to the Distribution Status to review the messages and logs associated with the results of the process.



5. The ***Process Detail*** page will display.
    a. Click the Message Log Link – THIS IS AN IMPORTANT STEP.



6. The ***Message Log*** page will display.



***NOTE**: Write down the numbers displayed for "Transactions in Error" (i.e., items to be fixed), "New Bill Headers Created" (i.e., number of bills created) as they will be needed further in the process.*

   a. If there are Transactions in Error: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem. (Refer to the document, OTC – Billing Interface Error Correction Process.)**
   b. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

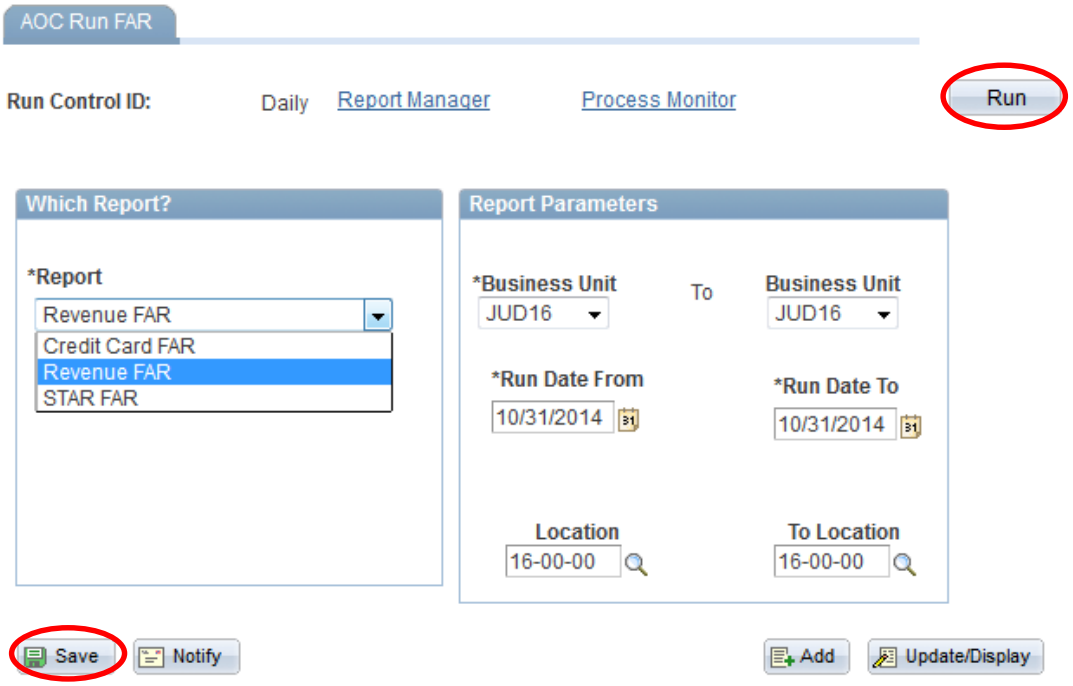
STEP 3: Create the FAR Reports – This step is required to generate the FAR Reports for Revenue, Credit Cards and STARS. These reports are used to verify all payment allocations.

STEP 3.1 – Run the Revenue FAR Report

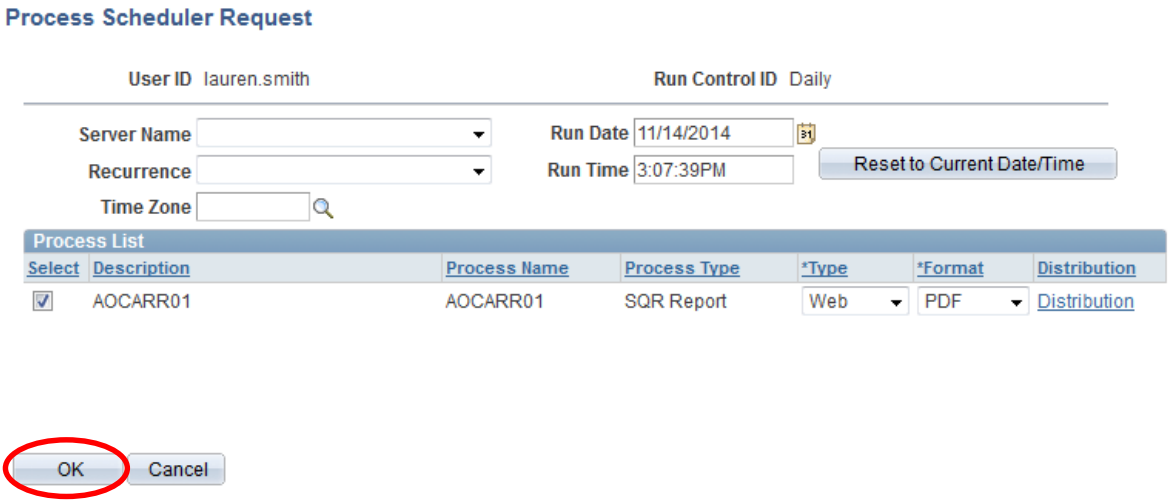
***NAVIGATION:** Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts*

1. The ***Aoc Run Bill Far*** page will display.
   a. Select a Run Control – Search for the run control you created previously.
      ***NOTE:** Once a Run Control is created, it will be there to use each day thereafter.*
2. The ***AOC Run FAR*** Run Control page will display.
   a. Enter Run Control parameters into all fields on this page.
      i. **Report** type: Select from Credit Card FAR, Revenue FAR or STARS FAR.
      ii. **Business Unit:** Enter your "JUD##" in both fields.
      iii. **Run Date From:** and **Run Date To:** This is your Z-date.
      iv. **Location:** and **To Location:** This is your county location sales person code.
   b. Click the **Save** button.

c. Click the **Run** button.

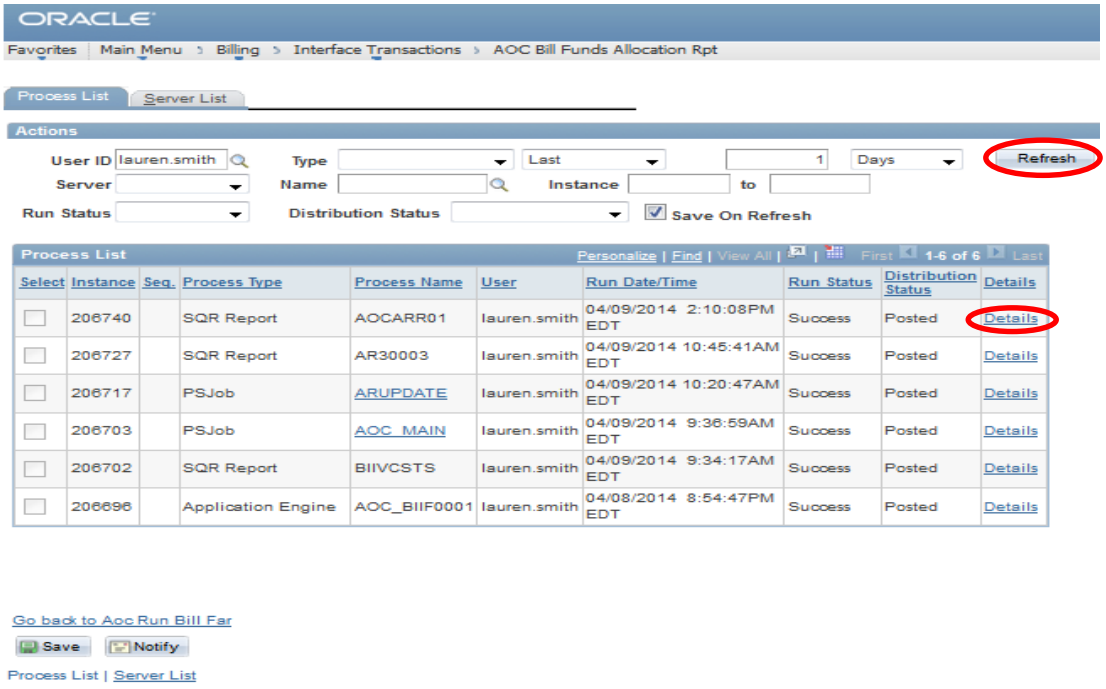


3. The ***Process Scheduler Request*** page will display.
   a. Confirm the AOCARR01 Process Name is listed and selected in the *Process List* section.
   b. Click the **OK** button.

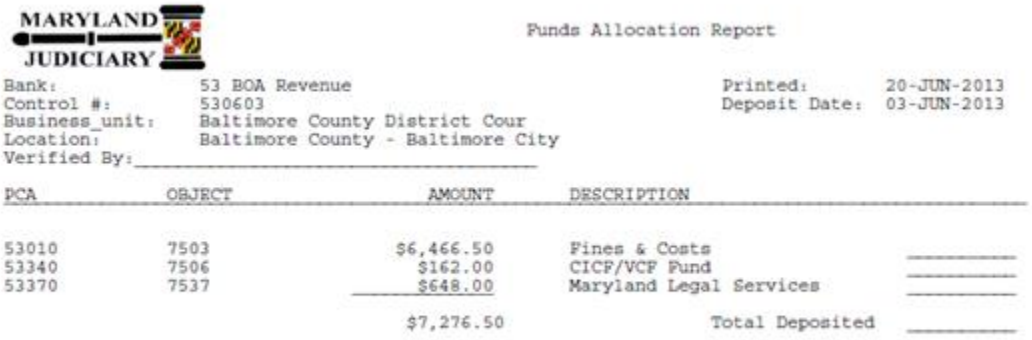


4. The ***AOC Run FAR*** Run Control page will display.
   a. A Process Instance number will display to show that processing has begun.
   b. Click the Process Monitor link.
5. The ***Process List*** page will display.

a. Review the *Process List* to see the AOCARR01 process running and its status of completion.
b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted.**
c. Click the Details Link next to the Distribution Status to review the messages and logs associated with the results of the process.



6. The ***Process Detail*** page will display.
   a. Click the View Log/Trace link.
   b. Select the PDF link to view the FAR.
   NOTE: *Allocation lines are ordered by PCA, then by Object on all FAR reports.*



Revenue FAR

MARYLAND JUDICIARY

CC Funds Allocation Report

Bank: 02 BOA Revenue
Control #: 020707
Business_unit: Anne Arundel Circuit Court
Location: Anne Arundel Circuit Court
Verified By: _____

Printed: 16-JUL-2013
Deposit Date: 10-JUL-2013

PCA	OBJECT	AMOUNT	DESCRIPTION	
02010	5466	$83.00	General Fund	_____
02270	9588	$542.00	Local Revenue - Receipts	_____
		$625.00	Total Deposited	_____

Credit Card FAR

MARYLAND JUDICIARY

Stars Funds Allocation Report

Bank: 14 PEO Revenue
Control #: 140626
Business_unit: Kent County Circuit Court
Location: Kent County Circuit Court
Verified By: _____

Printed: 16-JUL-2013
Deposit Date: 26-JUN-2013

PCA	OBJECT	AMOUNT	DESCRIPTION	
14010	5466	$24.26	General Fund	_____
14010	7539	$208.19	Criminal Cases	_____
14270	9588	$416.02	Local Revenue - Receipts	_____
14320	7542	$22.50	Criminal Injuries	_____
14330	7521	$20.00	Victims of Crime Fund	_____
14350	7523	$0.75	Victims & Witness Protect Fund	_____
		$691.72	Total Deposited	_____

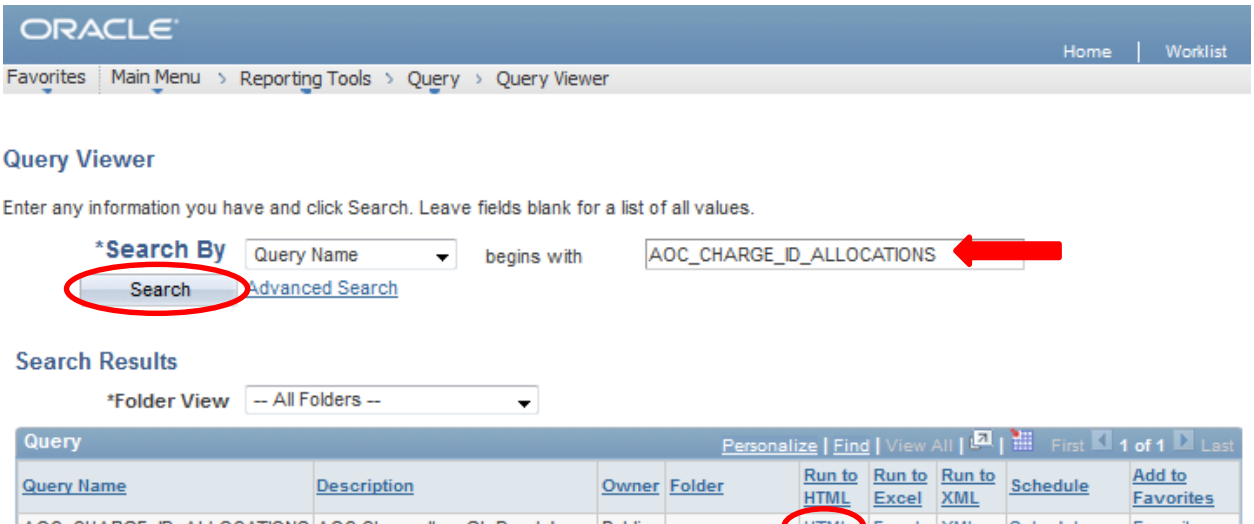
STARS FAR

NOTE: *Review the totals on your FAR Reports to verify they are correct. If Billing Corrections are needed to adjust FAR report allocations they must be made prior to finalizing the Bills.* ***To help resolve any issues, refer to the document "OTC – FAR Corrections in Billing Process".***

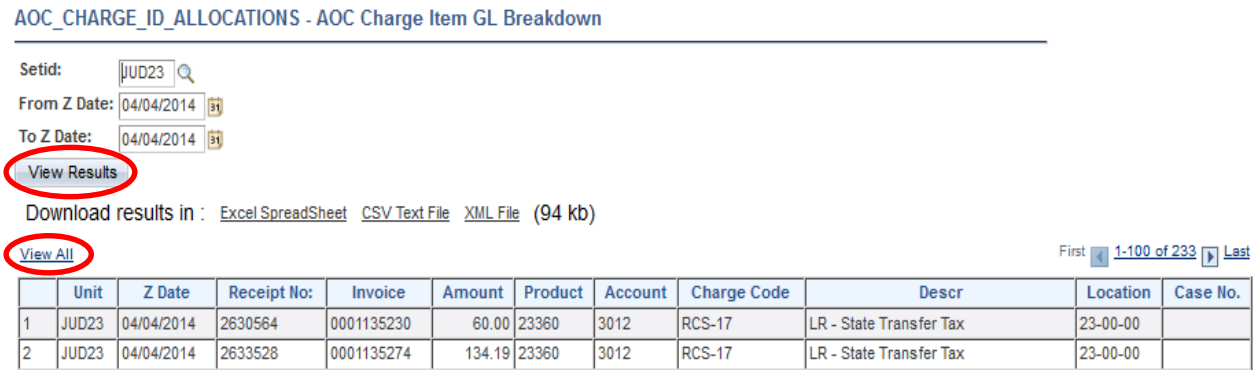
STEP 3.2 – Data Verification – If no errors exist on the FAR, run queries to verify the payment allocation amounts and review data.

NAVIGATION: *Main Menu> Reporting Tools> Query > Query Viewer.*

1. The ***Query Viewer*** page will display.
    a. Enter "**AOC_CHARGE_ID_ALLOCATIONS**" in the "Search By" field.
    b. Click the **Search** button.
    c. Click the HTML link for the corresponding query.



2. The ***AOC_CHARGE_ID_ALLOCATIONS – AOC Charge Item GL Breakdown*** query page will display.
    a. Enter **Setid:** "JUD##".
    b. Enter **From Z Date:** the date the revenue was collected.
    c. Enter **To Z Date:** the date the revenue was collected.
    d. Click the **View Results** button to show (in a new window) all payment allocations sorted by Charge_ID.
    e. Click the View All link to display all rows on screen or download data to an Excel Spreadsheet to be sorted, filtered and summed as needed. (See Appendix.)

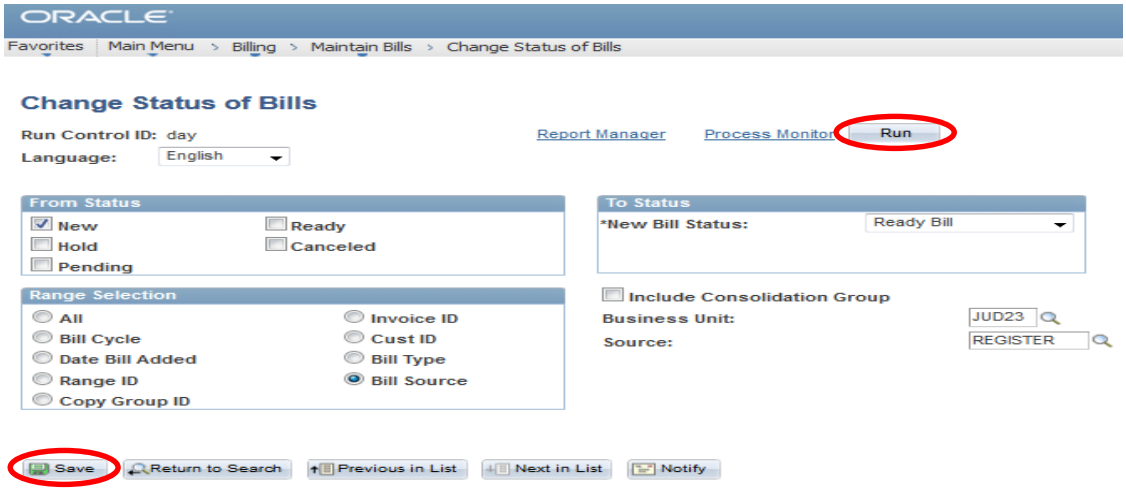


3. Repeat Step 3.4-1-2 for the following queries:
    a. **AOC_BI_CREDIT_PYMTS**: Click the HTML link to show a list of all CREDIT Payments.
    b. **AOC_BI_STARS_PYMTS**: Click the HTML link to show a list of all STARS Payments.
4. If there are any errors on the FAR, refer to the document, ***"OTC – Making FAR Corrections"***. Should you want to review the bills, navigate to Standard Billing. (See Appendix to become familiar with the Bill Components)

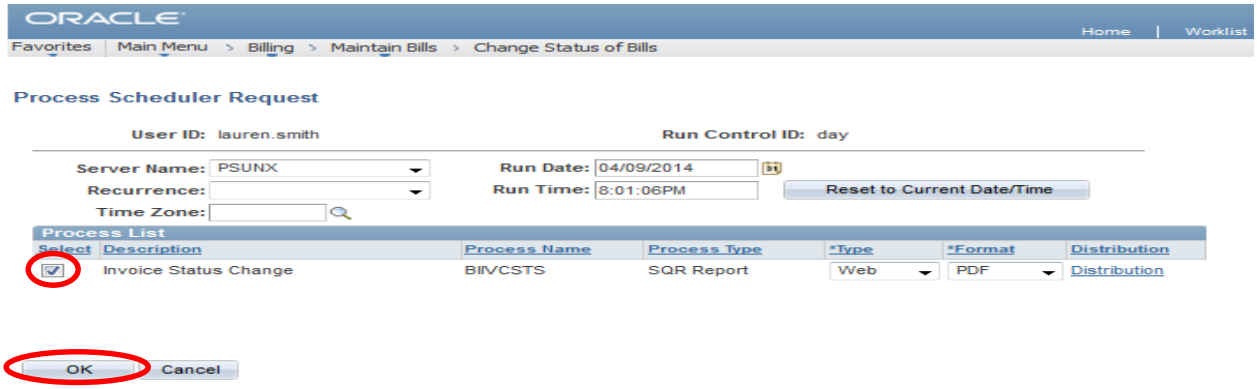
STEP 4: Change Status of Bills Process – This step prepares the bills for finalization by changing their status from NEW to READY.

NAVIGATION: *Main Menu > Billing > Maintain Bills > Change Status of Bills*

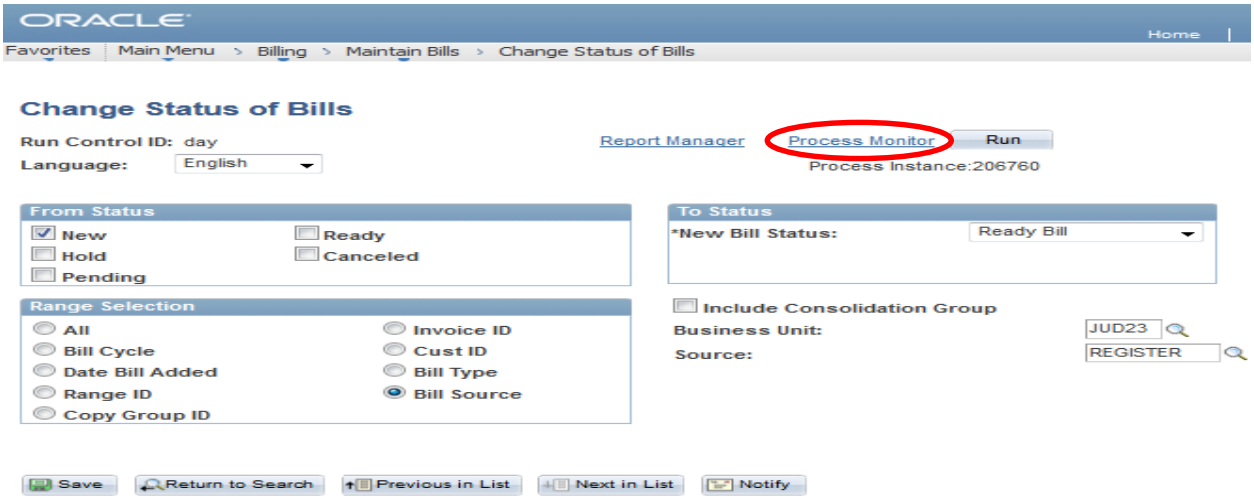
1. The ***Bill Status Change*** page will display.
    a. Select a Run Control – Search for the previously created Run Control (e.g., "Daily"), that you will use each day for this process.
2. The ***Change Status of Bills*** Run Control page will display.
    a. Set the following run control parameters:
        i. **From Status** = New
        ii. **To Status** = Ready Bill
        iii. **Range Selection** = Bill Source
        iv. Enter the **Business Unit** = JUD##.
        v. **Source** = REGISTER
    b. Click the **Save** button.
    c. Click the **Run** button.



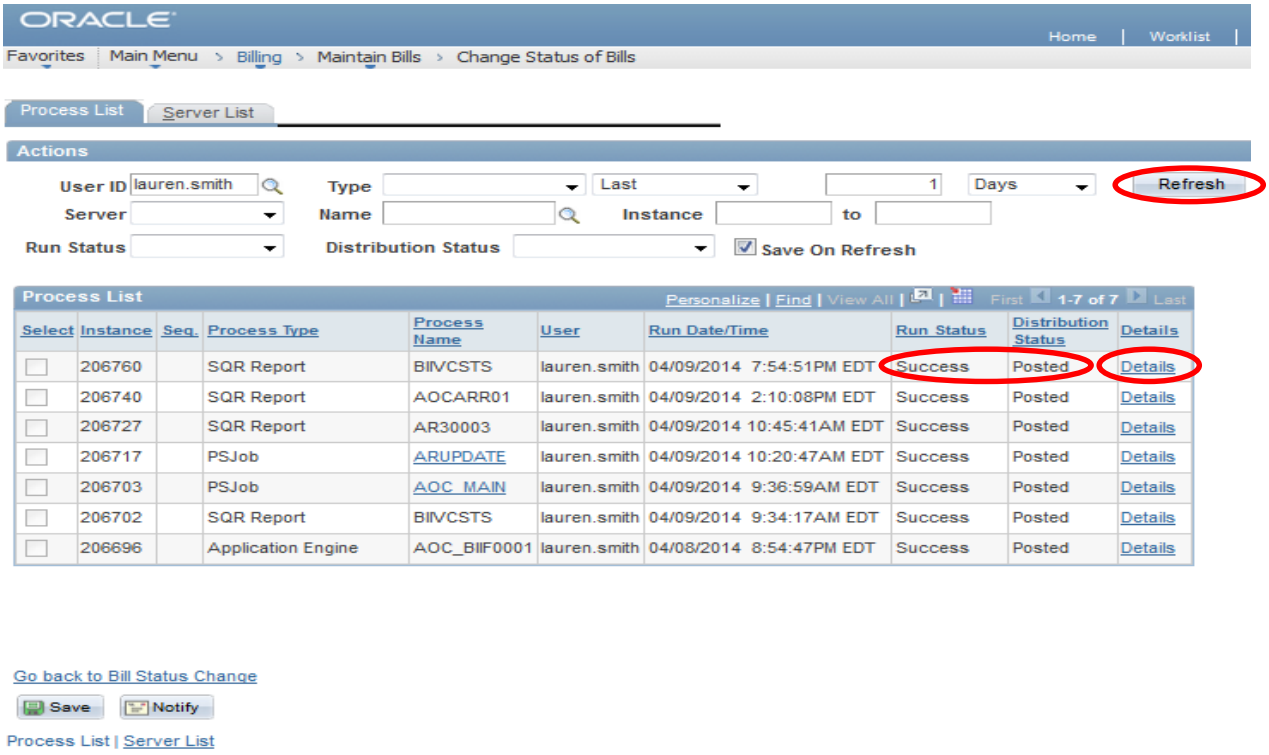
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the BIIVCSTS (Invoice Status Change) Process Name is selected.
    b. Click the **OK** button.



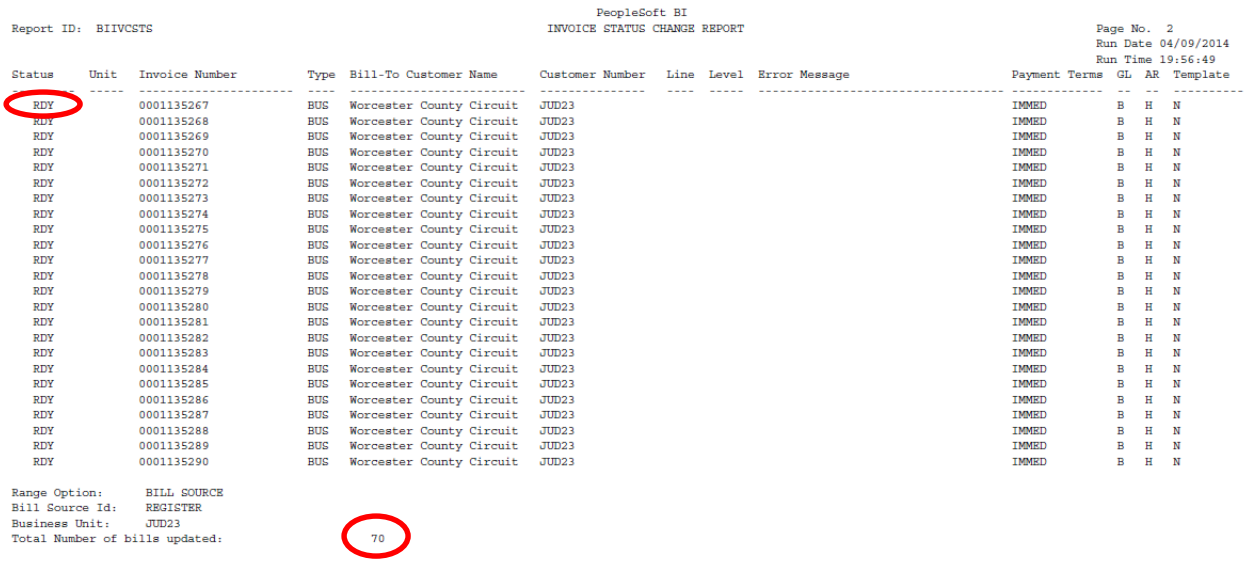
4. The ***Change Status of Bills*** Run Control page will display.
    a. A Process Instance number will display to show that processing has begun.
    b. Click the Process Monitor link.



5. The ***Process List*** page will display.
    a. Review the *Process List* to see the BIIVCSTS process status.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted.**
    c. Click the Details Link next to the Distribution Status to review the messages and logs associated with the results of the process.



6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.
    b. Click the PDF link to view the Invoice Status Change Report.
        i. All bills listed should have a status of "RDY". Compare the total number of Bills on the PDF to the number listed on the Billing Interface Results page previously noted. The number of Bills should match the number of Bill Headers.



PeopleSoft BI
INVOICE STATUS CHANGE REPORT

Report ID: BIIVCSTS — Page No. 2 — Run Date 04/09/2014 — Run Time 19:56:49

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY		0001135267	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135268	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135269	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135270	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135271	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135272	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135273	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135274	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135275	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135276	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135277	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135278	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135279	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135280	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135281	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135282	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135283	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135284	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135285	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135286	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135287	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135288	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135289	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135290	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N

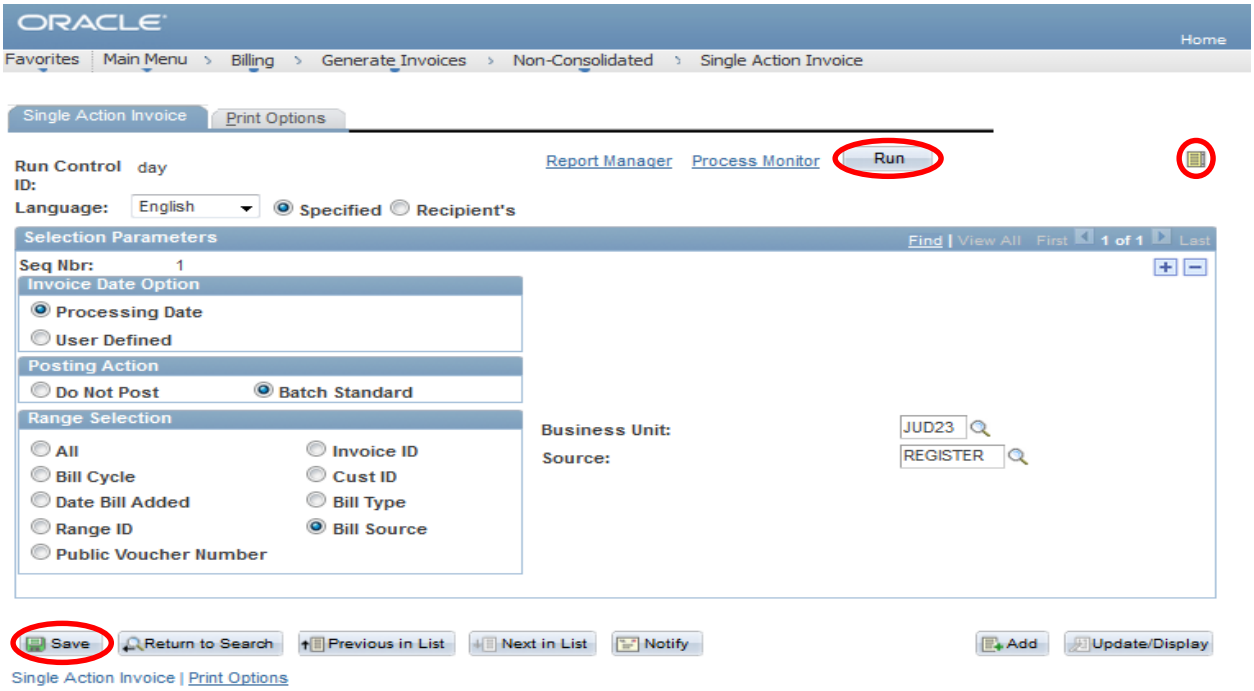
Range Option: BILL SOURCE
Bill Source Id: REGISTER
Business Unit: JUD23
Total Number of bills updated: 70

STEP 5: Process the Single Action Invoice – This step finalizes the bills associated with the daily deposit and flags them to create an entry in the daily file sent to FMIS.

NOTE: *All totals and bill corrections must be done before this step is completed!*

NAVIGATION: *Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice*

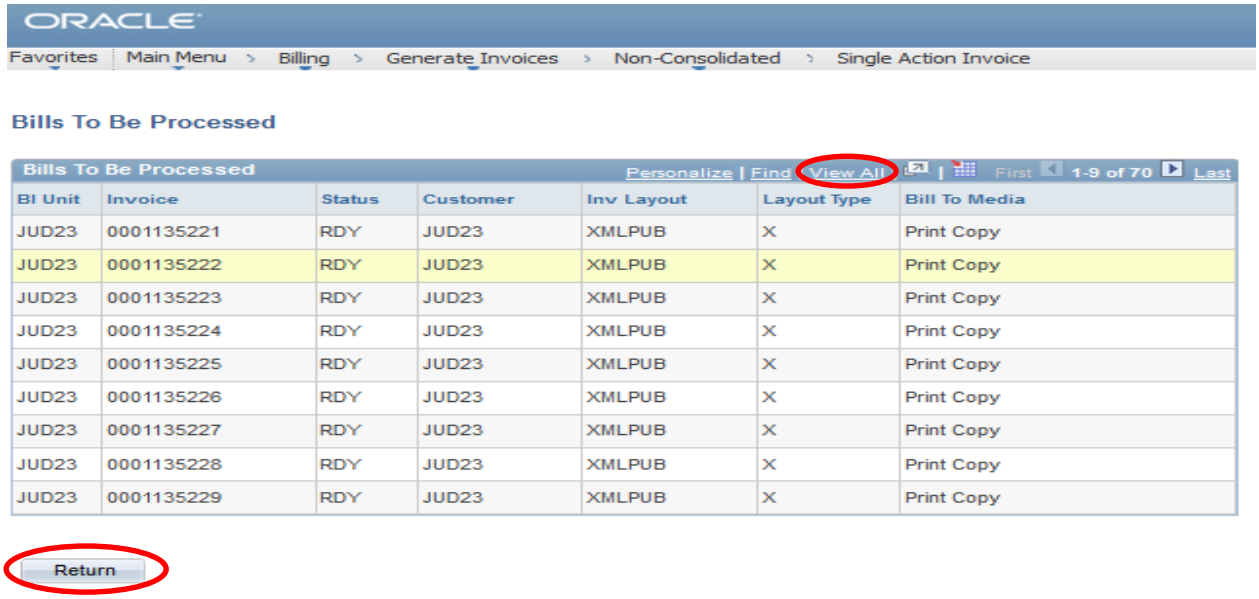
1. The ***Single Action Invoice*** page will display.
    a. Select a Run Control – Search using the "Find an Existing Value" tab for the ID to be used each day for processing your daily deposit. (e.g., "Daily").
2. The ***Single Action Invoice*** Run Control page will display.
    a. Complete the following run control settings:
        i. Select the **Invoice Date Option** of "Processing Date".
        ii. Select the **Posting Action** of "Batch Standard".
        iii. Select the **Range Selection** of "Bill Source".
        iv. Enter the **Business Unit:** "JUD##".
        v. Enter the **Source:** of "REGISTER".



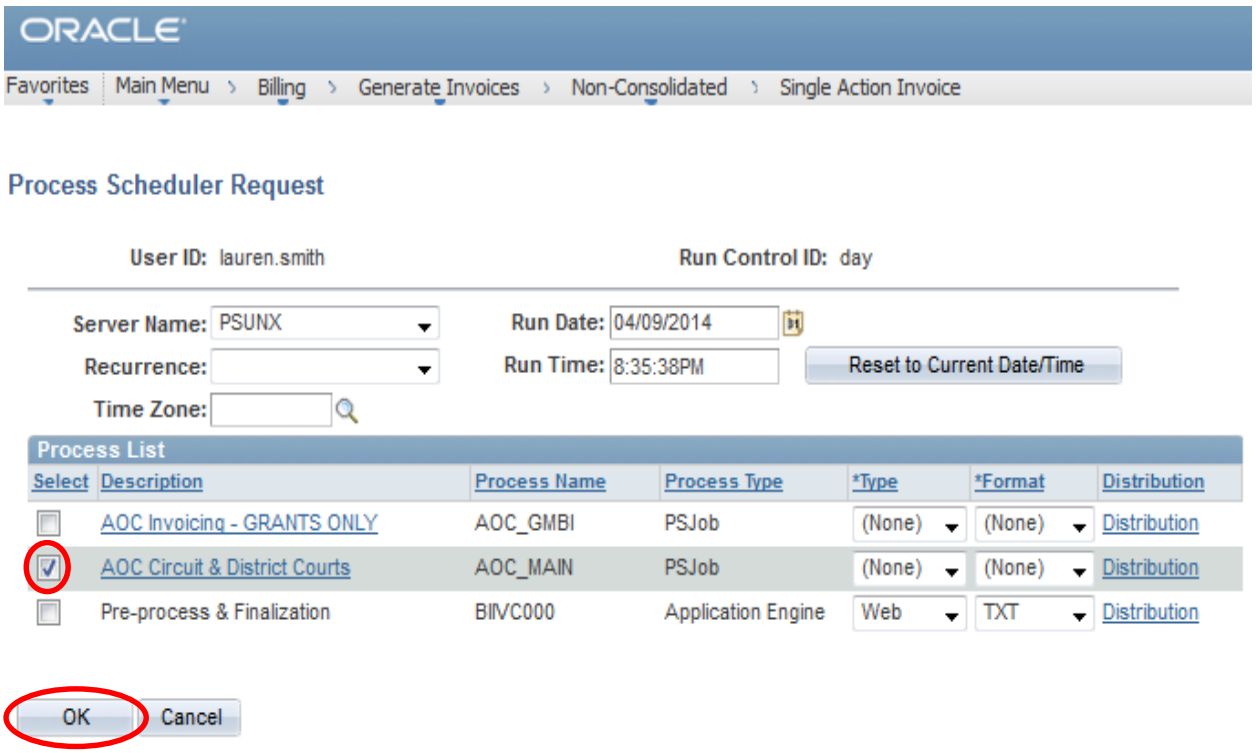
    b. Click the **Save** button.

    c. Click the small "Bills to be Processed" icon in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.
    NOTE: the number should match the number of bill headers found in the Message Log of your Billing Interface process.
        i. Click "View All" to display all rows.

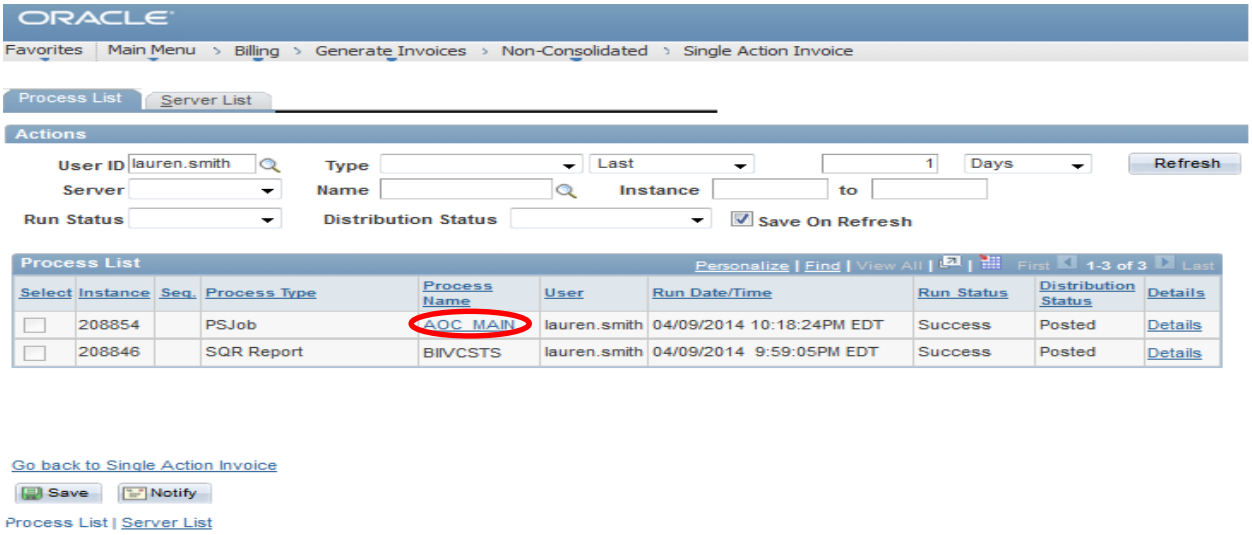
ii. Click the **Return** button to return to the ***Single Action Invoice*** run control page, and then click the **Run** button.



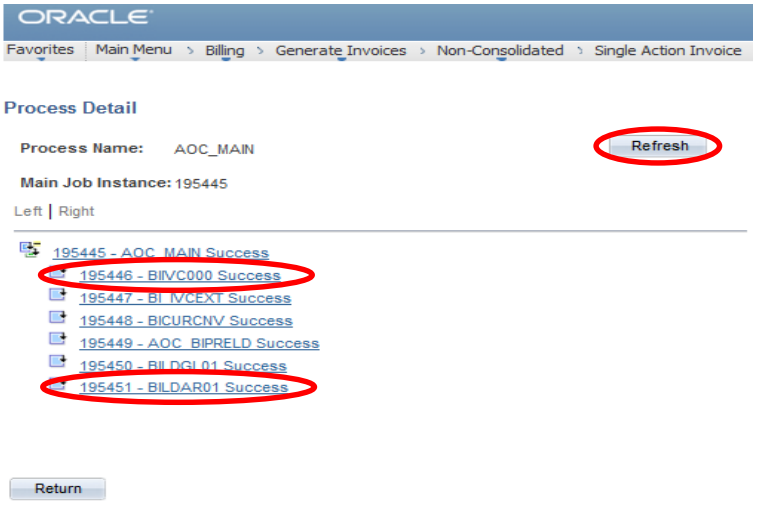
3. The ***Process Scheduler Request*** page will display.
   a. Select the checkbox for the AOC_MAIN (AOC Circuit & District Courts) Process Name in the *Process List* section.
   b. Click the **OK** button.



4. The ***Single Action Invoice*** Run Control page will display.
    a. A Process Instance number will display below the Run button indicating that the AOC_MAIN process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see the AOC_MAIN process status.



    b. Click the AOC_MAIN process name link to see its sub-processes.
    c. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".



    i. Click the ***BIIVC000*** sub-process.
        1. Click the Message Log link – to review the number of Bills Processed. This number should match the number of bill headers you noted from the Billing Interface process.
            a. Click the **Return** button, then the **OK** button to return to the AOC_MAIN sub-process list on the ***Process Detail*** page.

ii. Click the ***BILDAR01*** sub-process.

1. Click the View Log/Trace link and select the PDF file to review the "Load to AR Pending Items" report.
2. Confirm that all bills = $0.00.

NOTE: *All bills should = $0.00 to prevent any of them from flowing into Accounts Receivable (AR).*

PeopleSoft BI
LOAD AR PENDING ITEMS

Report ID: BILDAR01

Invoice	0002308475	is $0.00 and was not sent to AR.
Invoice	0002308476	is $0.00 and was not sent to AR.
Invoice	0002308477	is $0.00 and was not sent to AR.
Invoice	0002308478	is $0.00 and was not sent to AR.
Invoice	0002308479	is $0.00 and was not sent to AR.
Invoice	0002308480	is $0.00 and was not sent to AR.
Invoice	0002308481	is $0.00 and was not sent to AR.
Invoice	0002308482	is $0.00 and was not sent to AR.
Invoice	0002308483	is $0.00 and was not sent to AR.
Invoice	0002308484	is $0.00 and was not sent to AR.
Invoice	0002308485	is $0.00 and was not sent to AR.
Invoice	0002308486	is $0.00 and was not sent to AR.
Invoice	0002308487	is $0.00 and was not sent to AR.
Invoice	0002308488	is $0.00 and was not sent to AR.
Invoice	0002308489	is $0.00 and was not sent to AR.

TOTAL # OF INVOICES PROCESSED: 0
TOTAL # OF AR ENTRIES GENERATED: 0

6. Navigate back to *Main Menu > Billing > Maintain Bills > Standard Billing* to confirm all BUS bills were finalized.
   a. Enter your JUD##
   b. Click the Search button.
   NOTE: *No BUS bills should remain listed.*

End of the Process for Creating a Revenue Deposit.